



City of Medford

MEDFORD CONTRIBUTORY RETIREMENT SYSTEM

City Hall - Room 215
85 George P. Hassett Drive
Medford, Massachusetts 02155

Telephone
(781) 393-2517 / 393-2521
FAX: (781) 393-2522
TDD: (781) 393-2516

Medford Retirement Board

Retiree Analyst

The Retiree Analyst provides customer service to the Medford Retirement System's members and retirees. In this role, you will be required to prepare, analyze, and calculate retirement benefits, research and resolve issues related to retirement benefits and health insurances, prepare and process monthly retiree payroll and weekly staff payroll, assist in membership enrollment, and collect employee payroll information from City, School and Housing.

Primary Areas of responsibility include:

- Process monthly retiree payroll and weekly staff payroll
- Greet and assist members and retirees when they enter the office
- Assist in calculating retirement benefits
- Counsel employees on retirement benefit options, social security, and insurances
- Work with City, School and Housing Benefit Coordinators as needed for retiree insurance applications
- Maintain retiree and member records
- Maintain Excel spreadsheets to track and balance activity
- Prepare member and retiree 1099s
- Prepare and mail retiree affidavits
- Prepare and mail member yearly statements
- Reconcile cash accounts and prepare reports
- Prepare monthly payment vouchers, warrants and reports
- Process, maintain and submit monthly, annual and quarterly payroll taxes
- Maintain database files on all employee, retiree and survivor records
- Assist in gathering information needed to calculate retirements, refunds, transfers and buybacks
- Assist with board member elections

Additional Areas of Responsibility Include:

- Prepare letters, forms and other correspondence as needed
- Assist in copying and scanning of files
- Process and deliver incoming and outgoing mail
- Additional duties assigned by the Retirement Administrator

- Gain a thorough understanding of PERAC regulations and Chapter 32
- Attend training sessions in-house, online and at locations throughout the State. May require overnight travel to conferences

Qualifications

- Bachelor's degree or prior benefits administration experience preferred
- Problem solving, critical thinking and customer service skills
- Strong organization and mathematical skills
- Strong Working Knowledge of Excel, Word and Outlook
- Ability to communicate effectively and professionally
- Ability to follow instructions and function both independently and as a member of a team
- Experience with PROSPER, PTG, and Harper's Payroll preferred
- Knowledge of Social Security and WEP a plus
- Working knowledge of Chapter 32 and/or defined benefit plans a plus

The responsibilities listed above are intended to be illustrations of various types of work that are expected to be performed. The absence of specific statement of duties does not exclude them from the position since such duties will be related.

Salary

Commensurate with experience

Hours of operation

M,T,TH 8:30 to 4:30

W 8:30 to 7:30

F 8:30 to 12:30

Please submit cover letter and resume to:

Mark Minervini, Retirement Administrator

Medford Retirement System

City Hall – Room 215

Medford, MA 02155

Email: mminervini@medford-ma.gov

Applications accepted until position is filled